



Job Opportunity Bulletin

Staff Services Analyst Retired Annuitant

Tenure/Timebase: Temporary/Intermittent
Work Hours: Between 8:00 am – 5:00 pm
Office/Location: California Commission on Teacher Credentialing
Certification, Assignments & Waivers Division
1900 Capitol Avenue
Sacramento, CA 95814-4213
Salary: \$2724 - \$4300/month
Final Filing Date: February 15, 2007 or until filled
Contact: Brenda Cunningham (916) 327-5285

DUTIES:

Under the direction of the Certification, Assignments & Waivers Division, Policy and Training Program managers, the Retired Annuitant, Staff Services Analyst is responsible for the following:

- Provide analytical support to the Policy and Training Program. Review, analyze, grant or reject applications for public school credential documents and key related information as needed.
- Answer telephone calls on credential related questions from county offices of education, public school districts, colleges and universities and the public complex credentialing questions from county offices of education, public school districts, colleges and universities and the public.
- Respond to credential questions via e-mail and written correspondence.
- Other related duties consistent with the goals and objectives of the Certification, Assignments & Waivers Division of the California Commission on Teacher Credentialing.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.

DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Excellent interpersonal, organizational, analytical, research, and communication skills (both oral and written)
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Ability to work independently with minimal supervision and in a team environment

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the above classification or who have list, transfer, or reinstatement eligibility to the Staff Services Analyst classification. The appointment is subject to the State Restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678, to the above address, Attention: Brenda Cunningham. All applications must clearly indicate the basis of their eligibility (*i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and include RPA No. 07-172. The applications will be screened and only the most qualified applicants will be invited for an interview.

<i>The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i>
